

Los Alamos
NATIONAL LABORATORY
memorandum

Security and Safeguards Division
S-6, Information and Personnel Security Group

To/Ms: Master Management and Administrative
Support

From/Ms: Larry Freestone, S-6, MS G733

Phone/FAX: 7-6901/7-1368 (Badge Office)

Symbol: S6-98-42

Date: September 10, 1998

SUBJECT: SIGNATURE AUTHORITY FOR BADGE OFFICE FORMS (*Revised*)

Effective upon issuance of this memorandum, delegated signature authority for signing two Badge Office forms, Laboratory Form 864 (*Request for Unclassified Visits to Security Areas by U.S. Citizens*) and Laboratory Form 917 (*DOE Standard Badge Request*) will be based on the Signature Authority System (SAS), a component of Lab-wide Systems.

A separate signature authority, SABOF (= Signature Authority, Badge Office Forms) has been created in SAS. Group Leaders, Deputy Group Leaders, and higher managers are automatically granted signature authority to sign Forms 864 and 917. If a Group Leader wishes to delegate signature authority to any one else in the Group (either permanently or for temporary periods) such authority must be delegated via the SAS using the authority SAADM. The Badge Office will not accept these forms if they are signed by an individual whose authority cannot be verified in SAS.

The Badge Office requests that Groups not send a memorandum concerning delegation of signature authority, acting Group Leader designation, etc. The SAS will be the only mechanism to make such determinations.

For questions about using the SAS, contact Lab-wide Systems (665-4444, then select Option 2).

Three Badge Office forms, used for requesting issuance of different types of visitor badges (Forms 1725, 1735, 1745), are not affected. However, Forms 1725, 1735, and 1745 request the signature of the host of the visitors. ***The host is the only person whose signature is accepted on these forms.*** This is because the signature is not only to approve issuance of a visitor badge, but represents the host's commitment to adhere to all applicable Laboratory and DOE security requirements from the start to the end of the visit. The Badge Office will not accept these forms if signed by someone other than the named host.

Consult <http://www.lanl.gov/Internal/divisions/cic/cic6/SAS.html>, the CIC-6 help page, for assistance in using the SAS. For policy questions and comments, contact the Badge Office, badge@lanl.gov or 667-6901.

Cy: S-6 File